



Application To Reserve WIB For Private Use Event

Documentation providing proof of "Not-for-Profit" status must be submitted with application.

Step 1: Tell us about the organization.

- 1 Organization's name: _____
 - Address: _____
 - Phone number: () - _____
 - 2 Who is the head of the organization? _____
Name _____ Title _____
 - 3 What is the purpose of the organization? _____
 - 4 How long has the organization been in existence? _____ years _____ months
-

Step 2: Tell us about the event.

- 5 Are you requesting:
____ Single day event in the WIB lobby
____ Continuing event in WIB lobby (food drive, toy drive, etc.)
____ Use of media room
- 6 When will the event be held? _____, 20 _____.
Month _____ Day _____ Year _____ from _____ .m. until _____ .m.
For continuing events and events to be held in the Media Room, please state the sponsoring employee's name, work location, and phone number. _____
Name _____ Work Location _____ Phone Number _____
- 7 Describe the event. _____

- 8 Describe the specific items that will be sold and approximate prices. _____

-

Step 3: Sign below.

My signature below is certification that I, representative for _____, have read and fully understand the Policies and Procedures (issued August 2004) governing private use of the Willard Ice Building (WIB). I further certify that I agree to abide by all IDOR restrictions concerning the distribution of written materials and that a true and correct copy of **all** materials that will be distributed at this event is attached.

Applicant's signature: _____ Date: _____